

Contractor position, Puerto Rico DNER Coral Program Coordinator

Fluency in Spanish and English written and oral language required

The Puerto Rico Department of Natural and Environmental Resources (DNER) is seeking a full time, grant funded Coral Program Coordinator (CPC). The CPC's responsibilities include strengthening and coordinating PR's Coral Reef Management Program with the Point of Contact (POC) for NOAA's Coral Reef Conservation Program (CRCP) located at the Bureau of Coasts, Reserves and Refuges. The CPC position provides for a cohesive approach to coral reef management and science in Puerto Rico through assisting in the development and continued management of the territory's coral reef initiatives.

The Program Coordinator will be responsible for:

1. Preparing and managing applications for federal coral reef conservation funding that are consonant with NOAA and Puerto Rico goals, objectives and priorities, the Puerto Rico Local Action Strategies (LAS), Law 147 for the Conservation, Protection and Management of Coral Reefs and the future Coral Reefs Regulations;
2. Fostering intra- and interagency coordination and stakeholder collaboration for the development and implementation of coral reef conservation and initiatives;
3. Evaluating internal project proposals related to the management, conservation and protection of Puerto Rico's coral reefs and recommending projects for the application for federal funds;
4. Providing management and scientific advice in the formulation of coral reef and associated coastal ecosystem management projects;
5. Providing support for NOAA's POC in coral reef related matters;
6. Serving as Alternate POC at the US Coral Reef Task Force and at the All Island Committee.

Specific Tasks:

1. Support the development, coordination and implementation of management and monitoring actions for the jurisdiction;
2. Development, preparation and timely submission of grant applications, progress reports, post award actions, final grant comprehensive reports, and other documents associated with the federal grants through the NOAA Grants Online web based application and in www.grants.gov, as needed;
3. Oversee and monitor progress, performance and completion of the NOAA funded Coral Reef Monitoring Program and all other funded coral conservation projects;
4. Become knowledgeable about the content of the documents that guide coral reef conservation in Puerto Rico, such as: NOAA Coral Reef Conservation Program Goals and Objectives, the Puerto Rico Coral Reef Management Priorities, An Analysis of Issues Affecting the Management of Coral Reefs and the Associated Capacity Building Needs in Puerto Rico, and the Puerto Rico Local Action Strategies, among others;
5. Knowledgeable and compliant with federal grant administrative requirements including 2 CFR 200 Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; the Federal Funding Opportunity for Territorial Coral

Reef Conservation Cooperative Agreements and any other federal requirement to the coral reef grantees;

6. Gather, evaluate and submit final publishable products of each distinct project; request revisions from sub-grantees if necessary;
7. Contact, coordinate meetings and work plans, and set agendas for the DNER Coral Reef Committee, the Interagency Coral Reef Committee, and all other appropriate DNER personnel and external partners; applies to in-person meetings and conference calls; take minutes and distribute to members;
8. Provide management and scientific advice in the formulation of coral reef and associated coastal ecosystem management projects;
9. Coordinate and evaluate coral reef research permits and permitting processes related to coral reefs;
10. Assist and participate in activities associated with the Local Action Strategies (LAS);
11. Assist in the development and implementation of the Coral Reef Management Fellowship Program, including developing the fellow's Statement of Work, assist in the selection process, provide oversight and support to the Coral Fellow, and monitor their progress;
12. Collaborate with external partners involved in Puerto Rico's coral reef conservation efforts and foster new external partner relationships; provide them with information on how to apply for federal coral reef conservation grants;
13. Participating in workshops related to coral reef conservation issues; some local and off-island travel required for meetings or trainings;
14. Coordinate and collaborate with the NOAA CRCP Coral Management Liaison on coral reef conservation initiatives.

Qualifications:

1. Minimum bachelor's degree in a natural science, or natural resource management or policy field;
2. At least two (2) years of experience working in the area of natural resource initiatives at the local or territorial/federal government level, including interaction with local communities.
3. Fluency in Spanish and English written and oral language;
4. Knowledge of federal grants management;
5. Knowledge of Puerto Rico's Coral Reef Initiative, local action strategies and associated coral reef projects, and awareness of ongoing conservation efforts.
6. Knowledge of Puerto Rico's communities and natural resources.

Compensation: \$4,100 / month

If you are interested, please send your resume to ddelgado@drna.gobierno.pr, to the attention of Damaris Delgado. For more information, you may call [787-999-2200](tel:787-999-2200), extension 2240.